

Senior Paralegal, Legal and Regulatory (Litigation), CP3

Bell Canada's law department has an immediate opening in the Montreal area for a senior paralegal with strong analytical skills, superior oral advocacy skills, attention to detail, and preferably eDiscovery experience.

As a senior paralegal, you will be responsible to assist in a wide variety of litigation duties, foremost managing and representing Bell in small claims court actions. The role will also include general litigation support, ediscovery for litigation and regulatory proceedings, and general preparation of legal correspondence, court and hearing materials.

General day-to-day duties & responsibilities will include:

- Independently manage large volume of small claims court actions, including preparing defences, interviewing and preparing witnesses, attending mediations, and conducting trials from A to Z
- Support and assist the litigation team in all matters, from small disputes to class actions
- Collect, summarize and analyze evidence
- Draft bills of cost
- Additional administrative duties as needed to support the legal team

Additional eDiscovery duties & responsibilities will include:

- Communicate and collaborate with the legal team, corporate security team and outside legal counsel, if need be, to meet upcoming deadlines for document production

Essential skills/competencies:

- Diploma of College Studies (DEC) in Paralegal Technology or a certificate in law
- At least 7 years of relevant career experience working in a law firm or legal department on litigation matters
- Conversant with the Court of Quebec small claims division rules with a solid knowledge of court and tribunal procedures and documents
- Proven ability to multitask / manage many different files at once
- Initiative and ability to work with minimal supervision in a team environment
- Very strong written and oral communications skills
- Proficiency with Microsoft Word, PowerPoint and Excel
- Proficiency in French and English, spoken and written

Preferred skills/competencies

- Knowledge of eDiscovery software